



CORLS PTC Volunteer Opportunities

Please contact Jill Lawniczak at 813-264-7497 (jill_lawniczak@verizon.net) if you would like more information about any of the committees or positions. Thank you for your participation and support!

Name: _____ Telephone: _____

E-Mail: _____ Cell Phone: _____

Address: _____

Child/Children's Name(s): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Volunteer Service Opportunities

Please place a checkmark next to the committee(s) or position(s) for which you are interested in volunteering.

_____ **Recording Secretary:** Responsible for the PTC meeting minutes.

_____ **School Publicity:** Responsible for public relations coverage for CORLS. This includes taking photos at school events and writing articles for neighborhood newspapers.

_____ **Hospitality Committee:** Assists the hospitality coordinator (Kathy Pow-Sang) at various school events (including Honor's Chapels, Christmas Play, etc.)

_____ **Teacher Appreciation Week Coordinator:** Responsible for planning Teacher Appreciation Week and organizing the food/volunteers for the week.

_____ **Teacher Appreciation Week Volunteer:** Assist the coordinator with delivery of food, gifts, etc. to teachers/staff the week of Teacher Appreciation. (Will be varying times in between 7:30am – 9:00am)

_____ **Library Volunteer:** Assist librarian (Kara Eichhorn) with checking in and shelving books.
Day/Time/# Hrs Available _____

(Additional volunteer opportunities listed on back)

Winter Gala: Coordinator: Jill Lawniczak

- _____ **Planning Committee:** Assists the coordinator in planning event
- _____ **Sell Raffle tickets at car line** – need several people (will sell for one day only unless willing to do more days)
- _____ **Assistant(s) to Program Designer:** Assist w/ calling parents/advertisers on questions on ads, send home flyers / receive flyers back w/ ad copy and deliver to Program Designer
- _____ **Invitation Coordinator:** Work with printer and prepare invitation mailing
- _____ **Set-up:** Help set up table numbers and table favors, final touch-ups, help coordinator stay calm as issues arise ☺

Silent Auction Committee:

- _____ **Track items:** Record items as they come in and get information to Program Designer
- _____ **Phone Calls:** Make follow up calls to businesses & school families
- _____ **Basket Prep:** Organize items into auction groups, prepare & wrap baskets
- _____ **Display Sheet Prep:** Type up detailed display sheets, itemizing auction items, help coordinator w/ initial pricing
- _____ **Classroom Coordinator:** Coordinate with Grade Levels / HR Parents on class auction Items
- _____ **Set-up:** Pick up auction items at school and deliver to Gala sight, arrange baskets, etc. in room along w/ display sheets, final touch-ups, remind coordinator of open bar at Gala ☺

Night of Gala: work ½ hour shift on Gala night

- _____ **Greeter:** Collect tickets, give guests table number/location of table
- _____ **Host/Hostess:** Show guests where all events will be taking place & take guests to table
- _____ **Sell 50/50 Tickets**
- _____ **Sell Themed Basket Tickets**
- _____ **Work Balloon Pop station:** Collect money & help guest w/ balloon pop
- _____ **Sell Student Portraits**
- _____ **Silent Auction Runner:** Collect auction items & take to guests / cashier area

Golf Tournament: Coordinator: Peter Goltermann

- _____ **Planning Committee:** Assists the coordinator in the planning of this event
- _____ **Prepare auction item baskets**
- _____ **Work day of event**